south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Plan of Intent Directions
School Year 2008-2009

The principal or designated administrator needs to be in collaboration with the teachers or school service specialists to develop and maintain this Plan of Intent.

As per <u>Administrative Rule 24:43:02:08</u>, **any district employing teachers or administrators who are non certified or are serving outside of their current certification shall have on file with the Department of Education a Plan of Intent stating how the district intends to ensure that all teachers and administrators are serving on a valid certificate in their certified areas. The Plan of Intent must be fulfilled in one calendar year. The district may request a** <u>one-time, one-year extension</u> **to the duration of the plan of intent to be granted at the culmination of the first year of the plan of intent cycle.**

STEP 1: **The Personnel Record Form screen must be updated before you complete the Plan of Intent.**

The information you enter in the PRF screen determines who will need to complete a Plan of Intent. The system is able to determine the following:

- Check for State certification (i.e. for private schools/tribal schools OR public schools in non-core content areas)
- Make highly qualified calculations for public schools in the core content areas
- Identify positions which should NOT prompt for a Plan of Intent
- Identify who needs to complete a Plan of Intent for Special Education

STEP 2: Click on the following:

- Actions

- District Information

- Plan of Intent
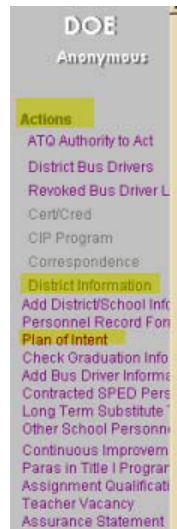
- You will then see the list of individuals who will need to complete a Plan of Intent for your district. NOTE: These are blocked out for privacy.

Core Content: Lanette Johnston   at 773-8415   or lanette.johnston@state.sd.us
Non-Core Content: Jennifer Neuhauser   at 280-6260   or Jennifer.neuhauser@state.sd.us
Career & Technical: Becky Nelson   at 773-4681   or Becky.nelson@state.sd.us
Special Education: Alicia Schoenhard   at 773-3219   or Alicia.schoenhard@state.sd.us

- There are several important columns included on this POI Table.

  - SSN

  - Teacher Name (Listed with Regular Ed Teachers and then SPED Teachers.)

  - Assignment

  - Attendance Center

  - Completion Date (This will be filled in after the POI is completed)

  - Test Date (This will be filled in after the POI is completed)

  - Plan Status

    - Plan Required – Need to Complete the POI
    - Plan Submitted – POI has been filled out correctly

  - Icon for the Plan of Intent

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STEP 3: **Click on the icon that looks like a clip board and complete the Plan of Intent**

If you receive an error message please complete the following steps. **If you do not receive an error message then Skip to Page 4 Step #8.**

- Open Internet Explorer
- Click on Tools
- Click on Internet Options
- Click on Security and you will see the picture below.
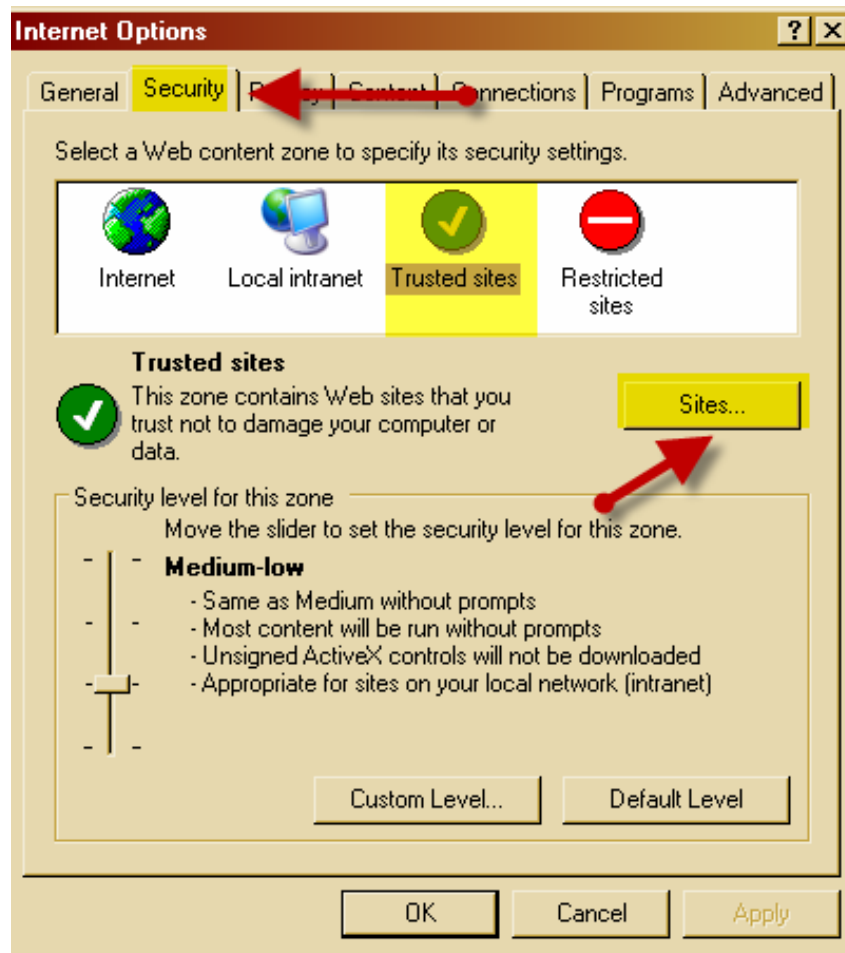
- Click on Trusted Sites
- Click on the Sites Button

- You will see the screen below

- You need to add the following web sites to the trusted sites and click Add each time:

  - **https://*.sd.gov**

  - **https://*.state.sd.us**

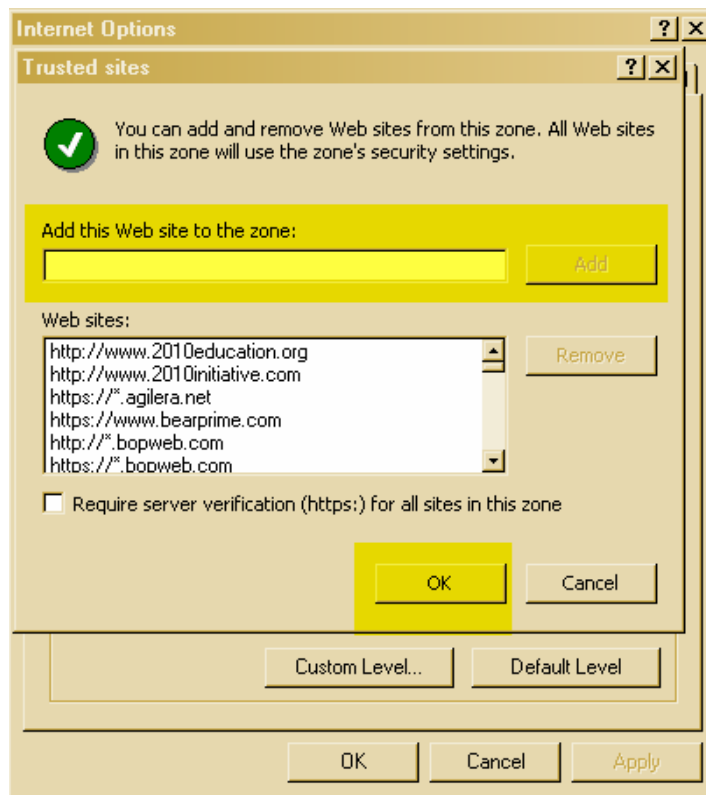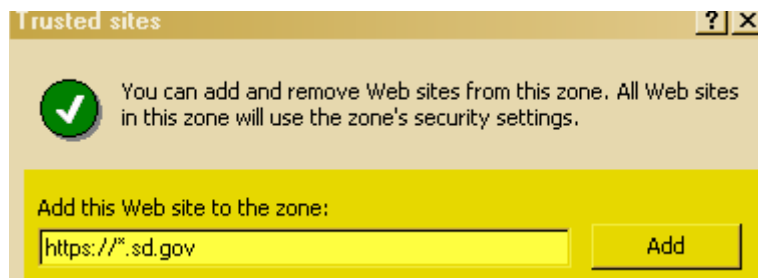 - **http://*.state.sd.us**

- After you have added all 3 sites Click OK.

- Click Ok on the next screen.

- Close Internet Explorer

- Log Back In

STEP #4: Complete the Plan of Intent

District Plan of Intent Detail

Social Security Number

Leingang ,Carla

T F Riggs HS - 01

58022 Algebra I

Plan of Action Choose Plan of Action ▾

☐ Retiring   ☐ Temporary Hire

Comments

Cancel   Save

- The following information will display on the POI Screen:
  o Social Security Number
  o Name
  o Attendance Center
  o Assignment
  o Plan of Action Drop Down Box
  o Retiring/Temporary Hire
  o Comments

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- The options in the **Plan of Action** are determined by the Assignment and Certification. In the example above, the individual needs a Plan of Action for Algebra I. The drop down box is:

Choose Plan of Action
Has 3 Years Experience By the End of 06-07 School Year
Already Taken and Passed the Praxis
Will Take Praxis Exam

  - Select the appropriate action.

  - Depending on what you choose for the Plan of Action, you will be prompted to choose one or more of the following:

    - Praxis Test
    - Test Date
    - Completion Date

  - If there are is nothing to complete then you can go to the next step.

- Put a check in the box if the person has plans to **Retire** this year.

- Put a check in the box if the person is a **Temporary Hire.**

- Do not put a check in either Retire or Temporary Hire if it is not relevant

- Add any Comments you wish to make.

Nowadays, when everybody is entering information online we need to hear from you.

- Be sure to click Save!

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